Request For Proposals
For
Information Technology Support Services

ITSCO
Instructional Technology Services of Central Ohio, Inc.
4151 Executive Parkway
Suite 300
Westerville, Ohio 43081
(614) 895-4738

Instructional Technology Services of Central Ohio, Inc. (ITSCO) is seeking proposals for a contractor to provide approximately 15 hours a week of information technology support services.

SEQUENCE OF EVENTS
Submission of proposals closes   July 3, 2009
Contract awarded by   July 7, 2009

PROPOSAL FORMAT
Contractors shall include the following information in their proposals:

A. Letter of Transmittal. Include at least the following information:
    1. The name, address, and telephone number of the Contractor;
    2. The name and telephone number of the primary contact for the Contractor;
    3. The signature of the Contractor;
    4. The date of the proposal;
    5. A statement that the Contractor, if awarded the contract, will provide the scope of work as outlined in this FRP
B. Description of Services. Describe how the services will be provided or what tasks will be performed in response to the scope of work outline in this RFP.
C. Remuneration. The Contractor shall state an hourly rate for services.

SCOPE OF WORK
The Contractor will furnish information technology support services to ITSCO staff. Among the year-round services to be provided by the Contractor are the following:

1. Maintains existing information systems:
    a. Computers – Mac OSX, Windows XP Pro, Boot Camp
    b. Server - Microsoft Server 2003, Sonic Wall TZ-210 w/VPN
    c. Course Management Systems - Moodle hosting service
    d. Interactive Video Distance Learning
    e. Email – Microsoft Exchange hosting service
    f. Website hosting service
2. Coordinates and/or provides training to staff in network and software use.
3. Facilitates the evaluation and selections of new software, hardware, and materials to support instructional objectives.
4. Informs staff of emerging technologies.
5. Maintains software library and necessary documentation.
6. Maintains inventory of hardware and related peripherals.
7. Ensures software is properly licensed and maintains related records.